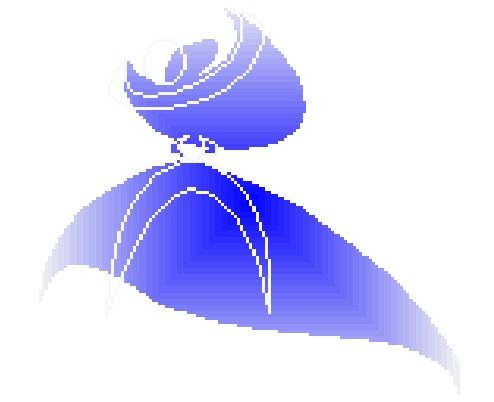


**MID SOUTH AREA COUNCIL
FOR OFFICE SUPPORT PROFESSIONALS
NEWSLETTER #1**



Welcome to the first edition of the Newsletter for the Mid South Area Council for Office Support Professionals (MSACOSP).

The MSACOSP is comprised of an office support professional from each Mid South Area location and a member from the Area Office.

Council Members

Vivian Collins, Crop Genetics and Production Research Unit, Stoneville, MS, *Chair*

Myra Shaw, National Sedimentation Laboratory, Oxford, MS, *Vice-Chair*

Janell Becker, Southern Regional Research Center, New Orleans, LA, *Recorder*

Linda Althen, Crop Science Research Laboratory, Mississippi State, MS

Julie Ford, Small Fruits Research Unit, Poplarville, MS

Madeline Hall, Soil and Water Research Unit, Baton Rouge, LA

Pat Hodnett, Aquatic Animal Health Research Unit, Auburn, AL

Vacant, Mid South Area Office, Stoneville, MS

Brenda Ayse, Southern Regional Research Center, Houma, LA, *Technical Advisor*

The mission of the MSACOSP is to provide a resource for the Area Director and management for matters relating to office support professionals.

The goal of the MSACOSP is to enhance office support professions through training, networking, mentoring, and recognizing office support employees. It is the desire of the MSACOSP to work with management to assure that office support staff are highly skilled and motivated professionals and to assure that the clerical and administrative needs of the Mid South Area and the Agricultural Research Service (ARS) are met.

The objectives of the MSACOSP include:

1. Recommend and provide adequate orientation and basic in-house training to all new office support staff.
2. Encourage outside training for office support staff, as needed, such as leadership, office management, stress management, etc.
3. Encourage effective communication among the office support staff.
4. Establish mentoring and networking among office support staff for efficient working relationships which can provide assistance and back-up between various offices, as needed.
5. Keep office support staff informed of new procedures, forms, and systems.
6. Identify and advise the Area Director and management of matters concerning the office support profession.

7. Identify ways and means to maintain a professional image for the office support professional.

8. Recommend that the MSACOSP hold an annual meeting for key office support staff.

9. Recommend and promote recognition for office support professionals.

New MSA office support professionals since January 2000:

Pam Awbrey, Aquatic Animal Health Research Lab, Auburn, AL

Lisa Biggar, Aquatic Animal Health Research Lab, Chestertown, MD

Julie Ford, Small Fruits Research Unit, Poplarville, MS

Jennifer Gillis, Natural Products Center, Oxford, MS

Molly Herring, Biological Control & Mass Rearing, Mississippi State, MS

Althea Hunt, Southern Regional Research Center, New Orleans, LA

Vita Jones, Southern Regional Research Center, New Orleans, LA

Pam Thrift, Sedimentation Lab, Oxford, MS

Coming Soon: (1) *OSP SOP*, a quick reference guide for standard office procedures. (2) MSACOSP web page. Details will be forthcoming.

This Newsletter is intended to gather and share information, news, ideas, suggestions, tips, etc. with all office support professionals of the Mid South Area. We welcome any input you would like to submit for publication. Publication is currently planned biannually, so keep this in mind if submitting timely articles. All items for input should be e-mailed to Janell Becker at jbecker@srcc.ars.usda.gov.